



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo**

**#04-08**

**To:** Benefits Administrators  
**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** June 21, 2004  
**Re:** ·Number of Cards in ID Card Packages  
·Part-time Classified Employee Eligibility

**Number of Cards in ID Card Packages**

Many employees are beginning to receive their ID card packages from the four COVA Care plan administrators. There have been some questions about the number of cards employees may receive from each administrator (Anthem, Delta Dental, ValueOptions and Medco). The chart below shows the number of ID cards each administrator is issuing by **membership category**. The **employee's name and ID number** will be on each card, regardless of the number of cards mailed.

COVA Care Plan Administrators			
Administrator	# of Cards Single Coverage	# of Cards Employee Plus One	# of Cards Family Coverage
Anthem	2	2	2
ValueOptions	1	2	One for each family member
Delta Dental	2	2	2
Medco	1	2	2

### **Premium for Part-time Classified Employees**

If your agency has part-time classified employees who have already enrolled, please contact them to make sure they are aware of the following:

- ❖ They are responsible for the TOTAL premium—there is no employer contribution; and
- ❖ Once enrolled, they may not drop coverage unless they experience a consistent qualifying mid-year event or until the next Open Enrollment

To make it easier for Benefits Administrators and part-time classified employees (and those part-time salaried employees in similar positions in legislative and executive branches, and independent agencies) who may want to enroll in health benefits for July 1, we have attached a premium sheet indicating the total monthly premium part-time classified employees must pay for their health care.

Enclosure: Part-time classified employee premium sheet